



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

WORKERS' COMPENSATION JUDGE
OY10 6116 9IR15
OPEN- STATEWIDE



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below by July 17, 2009, the final filing date. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov . IMPORTANT: Please include your email address on your application form 678.
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than July 17, 2009, the final filing date . Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
WRITTEN EXAMINATION	This examination will consist of a training and experience evaluation. For those applicants who meet the Minimum Qualifications, the training and experience evaluation online exam link will be sent via email. This supplemental exam link will cover question on training, experience and a self evaluation. It is anticipated that the link will be sent for completion and due back to the Department of Industrial Relations during the month of August/September, 2009.
SALARY RANGE	\$7494 – 9063 per month
LOCATIONS OF POSITIONS	This list will be used to fill vacancies/positions statewide within the Department of Industrial Relations, Division of Workers' Compensation.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by July 17, 2009, the final filing date .

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MINIMUM QUALIFICATIONS	<p>Membership (active or inactive) in The State Bar of California.</p> <p style="text-align: center;">AND Either I</p> <p>Licensed to practice law in California for five or more years, at least two of which shall be as an attorney serving on the staff of the Divisions of Workers' Compensation or Workers' Compensation Appeals Board in a class with the level of responsibility not less than that of Industrial Relations Counsel I.</p> <p style="text-align: center;">Or II</p> <p>Licensed and experience in the active practice of law* in California for five or more years, in litigation before a trial court or quasi-judicial body involving the interests of adverse parties, at least three years of which shall be in workers' compensation law.</p> <p style="text-align: center;">Or III</p> <p>Licensed and experience in the active practice of law* in California for five or more years, experience in workers' compensation law, at least three years as presiding officer in a judicial or quasi-judicial body; or as a member of a court conducting judicial proceedings; or an administrative body conducting quasi-judicial proceedings; or as a hearing officer.</p> <p>*Experience in the "practice of Law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to travel; impartiality; judicial temperament; self-motivation; and tact.</p>
POSITION DESCRIPTION	<p>Under general direction of the Workers' Compensation Appeals Board, an incumbent conducts judicial proceedings at which evidence, oral or written, is produced by adverse parties to disputed claims arising under the Labor Code provisions pertaining to workers' compensation insurance and safety; makes decisions upon the evidence presented; and does other related work.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a training and experience evaluation application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
EXAMINATION INFORMATION CONTINUED	<p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and provisions of the Labor Code pertaining to workers' compensation insurance and safety; 2. Leading court decisions in California and the United States Supreme Court on the subject of Workers' Compensation Law; 3. Conduct of proceedings in a trial court, rules of evidence governing such proceedings, and laws relating to serving notices, taking depositions, and issuing subpoenas; 4. Medical, physiological, anatomical, and occupational terminology in relation to cases of industrial injury; 5. Purposes and organization of Workers' Compensation Appeals Board and Division of Workers' Compensation;

EXAMINATION INFORMATION CONTINUED	<ol style="list-style-type: none"> 6. Procedure before the Workers' Compensation Appeals Board; 7. Legal research methods and performing such research; 8. Underlying philosophy of workers' compensation legislation. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Perform legal research; 2. Conduct hearings in a manner that will obtain all pertinent evidence and secure the confidence and respect of all parties; 3. Analyze and appraise legal problems, and apply legal principles and precedents to particular sets of facts; 4. Make accurate summaries of evidence and prepare appropriate findings, awards, orders, and other legal documents relating to compensation litigation. 5. Analyze situations accurately and adopt an effective course of action; 6. Communicate effectively at a level required to perform the essential functions of the job.
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: Ordinarily, oral interviews are scheduled in Sacramento, Oakland, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929